

QI Records Review Schedule ~ 2008

Division of Analytical Chemistry

JANUARY	FEBRUARY	MARCH
<input type="checkbox"/> Corrective reports issued since Sept. 2007 <input type="checkbox"/> Temperature charts for 2007 <input type="checkbox"/> Equipment maintenance records for July 2007 – Dec. 2007 <input type="checkbox"/> Discuss QI Study Projects for the upcoming year	<input type="checkbox"/> Autoclave attest records <input type="checkbox"/> New lot verification documentation for new lots verified since Sept. 2007 <input type="checkbox"/> Submit documentation verifying accurate transmission of electronic results	<input type="checkbox"/> Verification of automated or computer generated calculations and instrument downloads <input type="checkbox"/> Submit documentation of semi-annual correlation of instruments
<input type="checkbox"/> Temperature charts <input type="checkbox"/> Review training checklist and records for new employees hired since Oct. 2006 <input type="checkbox"/> Submit SOP/manufacturer's insert comparison (QA.004)	<input type="checkbox"/> Corrected reports issued since Jan. 2008 <input type="checkbox"/> Pipette calibration records for calibrations performed since Nov. 2007	<input type="checkbox"/> Update on QI Study Projects <input type="checkbox"/> New lot verification documentation for new lots verified since Feb. 2008 <input type="checkbox"/> Review progress of Annual Competency Assessment program
JULY	AUGUST	SEPTEMBER
<input type="checkbox"/> Submit Annual Competency Assessment summary reports <input type="checkbox"/> Autoclave attest records <input type="checkbox"/> Temperature charts <input type="checkbox"/> Equipment maintenance records for Jan. – June 2008	<input type="checkbox"/> Review of problem log <input type="checkbox"/> Submit documentation verifying accurate transmission of electronic results	<input type="checkbox"/> Corrected reports issued since April 2008 <input type="checkbox"/> Verification of automated or computer generated calculations and instrument downloads <input type="checkbox"/> Annual Review of Test Reports
OCTOBER	NOVEMBER	DECEMBER
<input type="checkbox"/> Temperature charts <input type="checkbox"/> Thermometer calibration records <input type="checkbox"/> New lot verification documentation for new lots verified since June 2007	<input type="checkbox"/> Pipette calibration records for calibrations performed since April 2008 <input type="checkbox"/> Submit Annual Review of SOP Inventory (QA.013)	<input type="checkbox"/> Evaluation of 2008 and planning for the upcoming year